

**CHAPTER 8**  
**PREPAREDNESS, EXECUTION AND CLOSEOUT**  
**USACE/FEMA FINANCIAL PROCESS**  
**(Cradle to Grave)**

8-1. Purpose. The purpose of this chapter is to provide the consecutive financial management process and related tasks consolidated from earlier chapters as it related to a FEMA Mission Assignment (MA) from before receipt by USACE to financial closeout.

8-2. Preparation and Execution (Supported MSC/District).

- a. Receive Mission Assignment (MA) and/or Verbal MFR. Resource Management type personnel “Must be” involved in this process.
- b. Initiate ENGLINK Process For Taskers - Request, Nominate, and Select.
- c. Start Mission Assignment Notebook – Verbals, MFRs, Signed MA’s, Summary Sheet (include amendments) and validate information between ENGLINK and CEFMS.
- d. Add CIC CODE “99FEM” on Work Item.
- e. Enter Verbal MFR/MA into CEFMS – Use guidelines from Chapter 5, and Receipt of Mission Assignments. Set up Customer Order – Create, Technical Approve, Financial Approve
- f. Management Controls/Internal Controls - Handling of funds – checklist (See Checklist in Appendix G of ER 11-1-320) . Responsible Employee assigns Approvers on Work Items.
- g. Create PR&Cs AND TRAVEL ORDERS - For Resource and Work Category Code guidance, see Appendixes B-6 through B-10.
- h. Contract/Advanced Contract Initiative (ACI).
- i. Government Orders – Issue ONE government order with one line item per Mission to the supporting MSC/District.
- j. Labor – ENGLINK Tasker provides Employee Name, Org Code, Mission, and Deployment dates. Do not use Cross Charge Labor (CCL) during a disaster situation.

k. Credit Card – When preparing PR&Cs for card purchases, Supported and Supporting MSC/Districts must be specific in itemizing the specific purchases being made. For example, a line item description such as “Various supplies” is an insufficient description. SF1164 – Miscellaneous Disbursements. Some items can be reimbursed after approval from the Chief of Emergency Management (for example, flashlight and batteries). Appendix C-27. Use of eBay or other auction sites for purchases are discouraged as visibility of what is being purchased is lost when a third party is used for purchase. Use of third party payment services such as PayPal, EBay Billpoint, etc is prohibited.

l. Travel – Travel orders must be completed and authenticated in CEFMS before departing home station. Employees will not be allowed to proceed without a copy of a fully executed travel order, unless specifically authorized to use confirmatory orders IAW Memo dated 3 April 2006, Appendix D-7/D-8.

8-3. Physical Closeout of MA – SUPPORTED MSC/DISTRICT.

a. PERFORM AN UNLIQUIDATED OBLIGATIONS (ULO) REVIEW

b. Closeout Government Orders – refer to COE TO COE section.

c. Inactivate Labor Charge codes if complete.

d. Deobligate excess funds on travel orders.

e. Follow-up on open contract obligations.

f. Once Mission is Physically Complete and letter has been signed and received by the Supported MSC/District, no new employees should be assigned to the mission nor there do any new contract obligations, unless there are additional daily tasks to be performed or issues to be addressed and/or resolved for mission close-out. Additional billings should only have cost from employees' currently assigned or existing contract obligations on the mission. All PRT members should be returned to home station.

g. Once physically complete, a review will be performed by Emergency Management, Resource Management, Contracting, Construction, and the Mission Manager to determine if funds can be partially returned to FEMA. A letter for Partial Return of Funds to FEMA will be completed; Sample Memo, Appendix C-30. Mail original to FEMA, email copy to Division EOC, and keep a copy in MA notebook. (The partial return of funds to FEMA should go directly to the specific FEMA Region responsible for the Supported MSC/ District's missions. This request should not go to the FEMA Finance Center in Berryville, VA.) Do not remove funds out of CEFMS until receipt of the FEMA Form 90-129 reducing the funds.

h. Government Orders – COE to COE

(1) Request other COE activities to return excess funds via EMAIL or Validation of Government Order documents, see Appendix C-19. (Assure Supporting COE activity that funds will be made available if needed after travel audits).

(2) If only travel cost remains on order, the Supporting MSC/District should return half of excess funds within 30 days of request from Supported MSC/District. A 2<sup>nd</sup> notice will be sent from the Supported MSC/District after the initial 30 day request with a courtesy copy (CC) to Commander.

(3) Ensure all cost transfers are processed timely by the Supporting MSC/District (within 5 business days after error is detected).

i. Travel

(1) Ensure that travel vouchers are filed and travel audits are performed no later than 30 days after voucher is settled.

(2) Ensure that SF1164's are processed (use SF1164's for items not allowed on travel vouchers).

(3) Ensure local travel vouchers are filed in a timely manner (use local travel if mileage is involved in the impacted area).

(4) Ensure all cost transfers are processed timely (within 5 business days after error is detected).

j. Labor

(1) Ensure labor charge codes are inactivated when employee returns to home station (the Overall Deployed Reports in ENGLINK gives a listing of personnel currently deployed).

(2) Ensure all cost transfers are processed timely (within 5 business days after error is detected). For example: Labor Cost Transfers use prior pay period adjustments and for cost charged incorrectly to/from FEMA missions other than labor use the cost transfer within FOA.

(3) See Direct Charge Matrix for guidance on charges for Corps employees performing duties in support of FEMA missions. Appendices C-8 through C-14.

k. Contracts - Coordinate with the assigned Contract Specialist/Mission Manager on final invoice and Release of Claims. The Contract Specialist is responsible for obtaining the Release of Claims and/or letter signed by the Contractor that all invoices have been submitted and paid within 30 days after receipt of final invoice.

1. Government Orders – COE to Other Federal Agency (OFA)

(1) Request other OFA to return excess funds via EMAIL or Validation of Government Order documents, see Appendix C-19.

(2) For IPAC government orders, state in the REMARKS that backup documentation to support charges should be sent to the Supported MSC/District within 10 days. If not received by the 30<sup>th</sup> day, a charge back will be processed to reverse charges.

8-4. Financial Closeout of MA – SUPPORTING MSC/DISTRICT.

a. Perform an Unliquidated Obligation (ULO) Review

(1) Closeout Customer Orders (Government Order received from Supported MSC/District).

(2) Inactivate Labor Charge codes if complete.

(3) Deobligate excess funds on travel orders.

(4) Follow-up on open contract obligations.

b. All PRT members should be returned to home station.

c. Travel

(1) Ensure that travel vouchers are filed and travel audits are performed no later than 30 days after voucher is settled.

(2) Ensure that SF1164's are processed (use SF1164's for items not allowed on travel vouchers).

(3) Ensure local travel vouchers are filed in a timely manner (use local travel if mileage is involved).

(4) Ensure all cost transfers are processed timely at home station (within 5 business days after error is detected).

d. Labor

- (1) Ensure labor charge codes are inactivated (at home station) when employee returns.
- (2) Ensure all cost transfers are processed timely (within 5 business days after error is detected). For example: Labor Cost Transfers use prior pay period adjustments and for cost charged incorrectly to/from FEMA missions other than labor use the cost transfer within FOA.
- (3) See Direct Charge Matrix for guidance on charges for Corps employees performing duties in support of FEMA missions. Appendixes C-8 through C-14.
- (4) USACE Finance Center (UFC) is responsible for providing Supporting MSC/District's bills and customer order detail reports to the Supported MSC/District on a monthly basis (by the 5<sup>th</sup> workday).

8-5. Final Billings and Closeout Checklist/Forms. SUPPORTED MSC/DISTRICT.

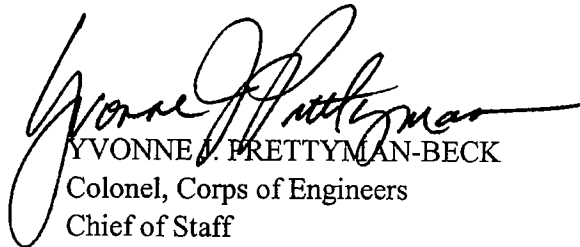
- a. If the unbilled cost is the final and less than \$100.00, the bill will not automatically generate. Contact UFC so the bill can be manually generated.
- b. If the unbilled cost is the final and a credit, contact UFC so the bill can be manually generated. Request via EMAIL to UFC that credit check be mailed FEMA lockbox. MSC/District will only mail paperwork to FEMA.
- c. During Financial Closeout, verify the following:
  - (1) Funding Account Financial Summary, 7.14 screens in CEFMS to verify that there are no open commitments and/or obligations.
  - (2) Customer Order Billings/Collections, 7.6 screen in CEFMS to verify that the Total Billed Amount equals screen 7.14 and to verify that all bills have been paid. If these screens do not match, then there is Unbilled Cost.
  - (3) Cost Account View, 3.10A screen in CEFMS to identify any unbilled cost.
  - (4) If there are no open commitments and obligations, delete Permissions on the work item.
  - (5) Complete Financial Closeout Checklist; Appendix C-21. Keep in MA notebook.
  - (6) Complete Financial Closeout Memorandum; Appendix C-20. Keep in MA notebook.

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(7) Complete Letter for Return of remaining Funds to FEMA; Appendix C-26. Mail original to FEMA and keep a copy in MA notebook. (The return of funds to FEMA should go directly to the specific FEMA Region responsible for the Supported MSC/ District's missions. This request should not go to the FEMA Finance Center in Berryville, VA.)

FOR THE COMMANDER:

5 Appendices  
(See Table of Contents)



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